



Range: 28

Non-Exempt

Date: November 1, 2004

STREET MAINTENANCE LEAD WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To supervise the maintenance and improvement of the city's streets and public ways, exercise independent judgment and initiative in routine maintenance operations, and provide specialized and technical support to the Street Maintenance Superintendent.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Street Maintenance Superintendent and supervises the Streets Maintenance Workers.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, schedules, and assigns projects to the street maintenance workers after determining work priorities.
2. Orders supplies, materials, specialty services and equipment and coordinates delivery dates with vendors.
3. Outlines general guidelines to be followed in carrying out projects and insures compliance with city policy and established procedures.
4. Prepares budget recommendations relating to personnel, equipment, services, and tools.
5. Prepares and submits time, labor, and work processing records.
6. Resolves personnel and operational problems.

Essential Functions (continued):

7. Performs work tasks with the street maintenance workers on a routine basis.
8. May participate in administrative responsibilities outside the scope of regular duties as necessary.
9. Maintains city streets in a safe condition in regard to surface defects, debris, snow and ice, temporary detours, barricading and permanent traffic control devices and signs.
10. Evaluate employees using City evaluation process.
11. Inspects the streets for reported hazards or obvious hazards during periods of extreme weather and takes appropriate action on a 24 hour or on-call basis.
12. Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.

Marginal Functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS**Knowledge of:**

The equipment, methods, and materials used in maintaining, repairing, and cleaning of streets.
Overall street maintenance obligations and coordination of various maintenance functions.
Principles of supervision and training.
Estimation of time and material costs.
General long-range work planning and budgeting.
Familiarity with the Uniform Manual of Traffic Control Devices for signing and striping.

Ability to:

Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
Plan, organize and direct diverse maintenance activities.
Prepare verbal and written reports.
Understand and explain city policies and responsibilities.

Ability to (continued):

Establish effective working relationships.
Communicate effectively, both verbally and in writing.
Understand and follow verbal and written directions.
Develop comprehensive plans to satisfy future needs for department services.
Analyze unusual situations and resolve through application of generally accepted maintenance techniques.
Deal constructively with conflict and develop effective resolution.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A combination of four (4) years experience in street maintenance and equipment operation, and at least two (2) years of direct supervisory experience.

Skilled in the operation of or the ability to be trained on all types of equipment, including backhoes, motor graders, rollers, front-end loaders, tractors, mowers, street sweepers, dump trucks and other related public works equipment.

Training:

Minimum educational requirement is high school diploma or G.E.D.

License or Certificate:

Possession of, or ability to obtain, a State of Arizona driver's license.
Possession of, or ability to obtain, a CDL.
Satisfactory driving record.

WORKING CONDITIONS

Ability to work in extreme outside weather conditions, ranging from high temperatures in the summer to cold, wet weather during the winter. Some manual labor including heavy lifting up to 60 pounds is required.